



## Ohio Union Council

### Meeting Minutes

*October 27, 2011 – Barbie Tootle Room, Ohio Union*

Present: Tim Collins (Interim Chair), Matt Couch (Ex-Officio, Ohio Union Director of Student Activities & Orientation), Eve Esch (Ex-Officio, Director of Ohio Union Events), Dan Huffman (Ex-Officio, Ohio Union Business & Finance), Shawn Henderson (CGS), Christopher Pham (IPC), Michelle Chang (for Maggie David, IPC), Naomi David (USG), Mallory Workman (USG), Areej Usmani (Student Org w/ Office), Susan McNaly (for Krystin Bachman, Student Org w/o Office), Anooj Bhandari (Student Org w/o Office), Clinton Daugherty (Student Employee), Katie Dean Williams (Graduate Administrative Associate Student Employee), Michelle Mudarth (Ex-Officio, President of Ohio Union Activities Board), Katie Krajny (Ex-Officio, Advisor to OUAB), Vian Barwari (Ex-Officio, Graduate Advisor to OUAB), Brandon Edwards (for Bryan Ashton, Ex-Officio, Chair of Council on Student Affairs), John Merrill (Faculty), Rob Siston (Faculty), Felix Alonso (Student Life Staff), Chuck Claibourne (Alumna), Jim Tootle (Community/Supporter), Nori Shoji (for Isao Shoji, Community/Supporter), Megan Koester (Community/Supporter), Kate Christobek (Community/Supporter), Bonnie Weaver-Miller (Parent), Ann Kneidinger-Flaherty (Parent), Brad Myers (At-Large), Jody Poth (OUC Events Subcommittee)

#### **I. Welcome**

- a. Introductions – the group introduced themselves, mentioning their favorite memory of the Ohio Union

#### **II. Overview of Ohio Union Council (OUC)**

- a. Please refer to operating procedures for Ohio Union Council.
- b. Matt Couch highlighted the purpose, duties and responsibilities of OUC. OUC is one of the oldest committees on Ohio State's campus. It's former name, the Board of Overseers pre-dated the construction of the first union. OUC is part of the university senate structure connected to the Council on Student Affairs, the one university senate committee chaired by a student.
- c. Three Standing Committees of Ohio Union Council
  - 1) Events
  - 2) Policy
  - 3) Budget & Finance
- d. Other OUC responsibilities to note: Council meetings will include reports from the Ohio Union Activities Board, as the largest beneficiary of the Student Activity Fee. OUC is also responsible for the allocation of space (student org lockers and offices), which is a process that takes place in the spring. OUC also provides oversight and support to Signature Events- about annual events planned by student groups and university departments that have the potential to attract 1,000 or more that now receive funding from the Student Activity Fee.

#### **III. Directors' Reports**

- a. Matt briefly explained the restructuring taking place for the Ohio Union staff, now divided into separate areas of Student Activities & Orientation; Ohio Union Events; Business & Administrative Services (shared with

Recreational Sports); Marketing and Development (also shared with Recreational Sports); along with the previously separate areas of Parent, Family, & Alumni Relations, Marketing & Communications, and Buckeye Leadership Fellows. We are still all one Ohio Union organization with a lot of communication and coordination among those units. Therefore, OUC will not hear multiple directors' reports instead of one!

- b. Student Activities & Orientation Director's Report from Matt Couch
  - Student Activities entails major campus events, Ohio Union Activities Board, student organization support, leadership development, and community service & outreach.
  - We ended our registration year with 1077 student organizations now registered and supported by the Ohio Union – Student life. 60 of these organizations have office space in the Center for Student Leadership & Service, and 60 have storage lockers.
  - In terms of major events, we had the final Welcome Week in a fall quarter, encountering the new experience of moving the Student Involvement Fair into the Ohio Union for the first time (estimated 12,000 in attendance). Community Commitment attracted 1700 students for a day of service. Drums and Dough sponsored by the Multicultural Center and Buck-i-Frenzy are also 2 events that attracted large attendance. During Welcome Week's Campus Locator Service, we helped a record number of students find their way around campus.
  - Community service initiatives have been very successful so far. For example, for Buck-I-Serv trips, out of 403 applications, they selected 220 participants for 18 trips for Winter Break.
- c. Ohio Union Events Director's Report from Eve Esch
  - Ohio Union Events staff includes event planners, audio/visual and production coordinators, catering, housekeeping, security, and Ohio Union tenants (BuckID, Multicultural Center, Dining Services)
  - Building Statistics: The Ohio Union has more than 10,000 visitors a day. We have had 18,508 events over the past year -75% were student organizations or Ohio Union events for students, 18% were university departments, and 7% were outside groups. Over the past year, the Ohio Union has hosted an event for 617 different student organizations. This month the Ohio Union has hosted the most events since the building opened at 60 to 70 events per day.
  - John Merrill asked about the progress on the roof project. As Eve explained, the roof is being re-done because it was not originally installed correctly. We anticipate it to be done by the end of November. The roof is still under warranty and so the construction is being done at no cost to the university or students.
  - Brad Myers asked if he could receive the meeting minutes from last year in order to get a better sense of the discussion topics and issues addressed in Ohio Union Council previously.
- d. Business & Finance Director's Report from Dan Huffman
  - We finished last year with revenues of \$9.08 million and expenses of \$9.05 million. The \$9.08 million does include a \$200,000 transfer to cover our operating deficit, but we did have planned reserves for this.
  - Current FY12 budget for the Union is \$9.17 million. We are currently about \$585,000 ahead in revenues for this fiscal year compared to this time last year. But, our expenses are also trending the same direction with us somewhere around \$450,000 to \$500,000 ahead in expenses this year compared to last. Our utilities are currently running at about 13% of our total expenses.
  - Station 88 just finished up their first full year of operations and ended with a loss, but we expect them to do much better this year since they will be open for all home football games.

#### **IV. Election of Chair & Vice Chair**

- a. Katie Krajny will be serving as the secretary of Ohio Union Council
- b. Election of Chair
  - Naomi David nominated Tim Collins as the new Chair of Ohio Union Council. Tim accepted and gave a few remarks, mentioning he served on OUC last year and how much he enjoyed the experience.

- Chuck Claibourne moved to elect Tim Collins as the new Chair; Brad Myers seconded the motion... motion passed unanimously.
- c. Election of the Vice Chair
- Brandon Edwards nominated Shawn Henderson as the new Vice Chair of Ohio Union Council. Shawn accepted and gave a few remarks, explaining he is a current graduate student in the MLHR program and would appreciate the opportunity to give back to Ohio State for all it has given him.
  - Michelle Mudarth moved to elect Shawn Henderson as the new Vice Chair; Naomi seconded the motion... motion passed unanimously.
- d. After elections, Tim reminded the council that these are public meetings, but would like the council representatives to please let him know in advance if they would like to bring a guest so that we have enough seating available. Attendance for the council meetings is required, and if you cannot make it, we would appreciate it if you could please try to find a substitute.

## **V. Subcommittee Reports**

### **a. Events**

- Samantha Ullum has been a chair of the events committee and so we will be selecting a new chair. We hear OUAB reports as well as reports from Signature Events. Events are asked to give progress reports. Since the full council last met, the Events Subcommittee has heard progress reports from all fall quarter events.
- One issue Jody Poth brought to the council was regarding Thanksgiving Dinner, which is planned by the Office of Diversity and Inclusion and the Office of International Affairs. This is the 20<sup>th</sup> anniversary for this event, and as a signature event, each of the sponsoring organization has a minimum contribution (\$11,000) for the event. The Student Activity Fee contributes \$10,000. It was just brought to the Events Subcommittee's attention that the event's U.S. Foods donation was not granted this year, and so that deficit will lead to Thanksgiving Dinner being over budget by about \$7000. Signature Events has set aside funds for one-time needs just in case, and so the Events Committee would like to recommend that we grant Thanksgiving Dinner up to \$7,000 additionally for this year only. Last year we had about \$40,000 leftover and we anticipate having extra funding for this fiscal year as well. The group agreed to grant Thanksgiving Dinner the additional funding.
- If you are considering joining the Events Subcommittee, it is great for those who like to participate in events or have experience planning student or non-student programs. Events Committee this year will need to make decisions about whether or not to continue to grant funding to current signature events as well as finding new groups.

### **b. Policy**

- In our June meeting, Ohio Union Council has the first read on several policies, and so Eve passed around a sheet with policies and procedures needing a second read to be approved:
  - Part H. Dance Room Reservation under Section III. Building Policies & Procedures: This policy is to limit the amount of time for dance practice in order to maximize the amount of groups the Ohio Union can accommodate. Chuck Claibourne motioned to approve the Dance Room Reservation policy as it is currently written; seconded by Brad Myers... motion passed unanimously.
  - Part W. Table Fairs under Section III. Building Policies & Procedures:- the Memorandum of Understanding regarding U.S. Bank's sponsorship for the Ohio Union brought about this policy for U.S. Bank, a sponsor in the Ohio Union. Brandon Edwards recommended some grammatical suggestions. John Merrill pointed out that part of the MOU also includes U.S. Bank contributing to leadership funds. Chuck Claibourne motioned to approve the Table Fairs policy as it is currently written; seconded by Brad Myers... motion passed unanimously.
  - Part F. Emergency Operations under Section IV. Operating Procedures: Brandon Edwards moved to pass the Emergency Operations policy as it is currently written; seconded by Brad Myers... motion passed unanimously.

- First reads for review by Ohio Union Council:  
     Building Hours of Operation – this document has not changed since the building opening with the exception of changing the name from “Campus Dining Services Hours” to “University Residences & Dining Services Hours”. Summer Quarter hours will not be included for dining due to significant changes. Brad Myers suggested to change the “quarter” usage since there will not be another “Summer Quarter.”
- If you are considering joining the Policy Subcommittee, Eve recommended this (as well as the Business & Finance Committee) would be a good fit for you if you enjoy working with content, grammar, numbers, and spreadsheets.

c. Budget & Finance – no committee report this month

## **VI. Ohio Union Activities Board (OUAB) Update**

- Michelle Mudarth share with the group OUAB’s Fall Quarter calendar of events, highlighting the Welcome Week Concert on the RPAC North Lawn (3000 students in attendance), Movie on the Oval (450 students in attendance despite the rain and moving it inside), Seth Meyers in the ballroom (1500 students in attendance) Chef Robert Irvine as part of Parent & Family Weekend (475 students and families in attendance)
- Currently in the thick of OUAB’s new membership selections process. This year OUAB moved the application process to online, receiving 281 applications, interviewing 105 for a little more than 60 open positions.
- Remaining fall events include a collaborative event with Rec Sports featuring Richard Simmons and a debate between Eddie George and Desmond Howard moderated by Todd McShay as part of Beat Michigan Week.

## **VII. Future Meetings & Topics**

### **a. Dates**

- November 17, 5:30pm – Barbie Tootle Room
- December 1, 5:30pm – Barbie Tootle Room

### **b. Topics**

- Operating procedures semester conversion
- Other committee to be involved with outside of the 3 committees is the ad-hoc group to examine the procedures of OUC itself.
- We will also brainstorm topics to discuss.
- Subcommittees typically meet once a month.

## **VIII. Announcements**

(None)

Brad Myers motioned to adjourn the meeting; seconded by Brandon Edwards... motion passes.